

APPROVED

**BOARD OF NURSING HOME ADMINISTRATORS
MINUTES OF BOARD MEETING**

Wednesday, July 23, 2003

**Department of Health Professions
6603 West Broad Street
Richmond, Virginia 23230-1712
Conference Room 1**

CALL TO ORDER: A meeting of the Virginia Board of Nursing Home Administrators was called to order at 9:10 a.m.

PRESIDING: Joseph C. Almond, NHA, Chair

MEMBERS PRESENT: Robert N. Rector, NHA, Vice-Chair
Ted A. LeNeave, NHA
Kathleen Fletcher, RN
Mary L. Blunt, NHA

MEMBERS ABSENT: Mary M. Smith, NHA
Billie J. Owens

STAFF PRESENT: Sandra K. Reen, Executive Director
JeAnne Marshall, Administrative Assistant
Elaine Yeatts, Sr. Policy Analyst

COUNSEL PRESENT: Howard Casway, Assistant Attorney General

QUORUM: With five members of the Board present, a quorum was established.

PUBLIC COMMENT: Ms. Georgia Wenzel, an AIT from Kings Grant Community Center addressed the Board regarding required hours of training in the AIT program. Ms. Wenzel requested that the Board allow hours of credit for all managerial experience obtained in nursing facilities.

APPROVAL OF MINUTES: On a properly seconded motion by Mr. Rector, the Board approved the Minutes of the General Board Meeting of April 9, 2003.

LEGISLATION AND REGULATION: **Wenzel Petition for Rulemaking:** Ms. Reen explained to the Board that she failed to send the petition to the Board's public participation list. The Board deferred this item until the October Board meeting.

Information on Fast Track Regulations: Ms. Yeatts, Sr.

Policy Analyst summarized the purpose and process for fast track regulations.

BOARD DISCUSSION:

NAB Annual Meeting Report: Mr. LeNeave report on his attendance to the NAB Annual meeting. He attended sessions on By-Laws and Policy and Standard of Care. Mr. LeNeave expressed his concern about the declining number of Nursing Home Administrators and its effect on the industry and NAB. Ms. Reen was asked to find out how the Board of Nursing had addressed the issue of shortages.

Long Term Care Education: The Board reviewed the request from Long Term Care Education for adoption of the courses on the NAB domains of practice as a pre-licensure requirement. Mr. Casway explained that the program may be used as an AIT training program activity as determined by the participant and preceptor. Ms. Blunt made a motion which was properly seconded that the Board decline making the Long Term Care package a pre-licensure requirement.

Confidential Consent Agreements: Ms. Reen reviewed Confidential Consent Agreements which allow the Board to settle a disciplinary case without administrative proceedings. The Board made changes to the proposed list of violations that may be addressed through a Confidential Consent Agreement. On a properly seconded motion by Mr. Rector, the Board adopted the proposal presented by Ms. Reen as amended. The Board agreed that a CCA may be considered by a special conference committee to address minor or technical violation to include:

- continuing education – five (5) or fewer hours.
- recordkeeping
- technical probation violation
- failing to follow policy when there is no negative patient outcome.
- a single misdemeanor conviction involving moral turpitude, without any other issues.
- HPIP participant not eligible for a stay but with minimal practice issues.

Scheel's Question – Preferred Provider: The Board reviewed the email received from Ms. Scheel regarding acceptance of programs offered by a NAB Preferred Provider for continuing education credit. The Board agreed that the courses showing NAB approval will be accepted and that no further action is needed. Ms. Reen was asked to respond to Ms. Scheel's request.

Nursing Facility Advisory Committee Report: Ms. Reen advised that the report was for information. Mr. Rector asked Ms. Reen to contact Ms. Hofheimer about a facility with an extensive number of serious deficiencies discussed during the NFAC meeting.

Letter to Licensees: Ms. Reen shared the letter that was mailed to all Nursing Home Administrators about their continuing education requirements and the continuing education audits conducted by the Department of Health Professions.

Resume as Part of Application Package: Mr. LeNeave asked the Board to consider adding a resume' as part of the licensing requirement. On a motion made by Ms. Blunt, the Board voted unanimously to make submission of a resume' a requirement for applications.

Assistant Living Regulations: Mr. LeNeave addressed the Board about his concerns that Administrators for Assistant Living facilities are not required to be licensed. Ms. Yeatts explained the options for addressing the concern. On a properly seconded motion by Mr. LeNeave the Board unanimously voted to request that the Board of Health Professions conduct a study to address licensure of assisted living facility administrators.

Election of Officers: The following officers were elected.
Robert Rector as Chair
Ted LeNeave as Co-Chair.

ADJOURNMENT

With all business concluded, the Board adjourned at 12:58

**Virginia Nursing Home Administrators
Board Meeting
July 23, 2003**

a.m.

Joseph C. Almond, NHA, Chair

Sandra K. Reen, Executive Director

Date

Date